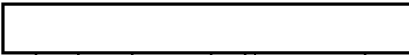


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MEMORANDUM FOR: ALL ISB PERSONNEL

FROM:

  
Industrial Security Branch

25X1

SUBJECT: Charge-out Cards for Use In Vault Containers (U)

1. You were recently advised of the new document and file control and storage procedures to be followed when handling ISB documents and files. Following is an update. (U)

2. The material has been reorganized in such a way that all "Corporate folders" are now filed in the first two drawers of the first of the three containers. All audit reports are filed alphabetically, starting in the third drawer of the first container and continuing into the second container. (U)

3. "Charge-out cards" are now available, and a supply of the cards is filed in the front of each drawer. (U)

4. When taking material or files from the containers, please record your name, document number and title, and the date. Replace the file you are borrowing with the completed check-out card. (U)

5. This is the only change in the procedures outlined in the original memo, which is attached for your information. (U)

  
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WARNING NOTICE  
INTELLIGENCE SOURCES  
AND METHODS INVOLVED

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